

San Francisco Bay Conservation and Development Commission

375 Beale Street, Suite 510 San Francisco, California 94105 Tel 415 352 3600 fax 415 352 3606
State of California | Gavin Newsom – Governor | info@bcdc.ca.gov | www.bcdc.ca.gov

DUTY STATEMENT

NAME: TBD

CLASSIFICATION: CAREER EXECUTIVE ASSIGNMENT A (C.E.A. A)

WORKING TITLE: REGULATORY PROGRAM DIRECTOR

UNIT/DIVISION: REGULATORY

SUPERVISOR: LARRY GOLDZBAND/STEVE GOLDBECK

FLSA: EXEMPT

CBID: M01

TENURE/TIMEBASE: FULL TIME, PERMANENT

Under the general direction of the Executive Director and Chief Deputy Director, the Regulatory Program Director provides executive level leadership for BCDC and manages the Commission's Regulatory program, which includes; investigating, evaluating, and recommending actions on all permit applications, consistency determinations, and plan reviews; administering the Commission's regulations and proposing changes to them; implementing relevant parts of the Commission's Strategic Plan; and, performing other work as needed.

ESSENTIAL FUNCTIONS:

55% Leads, teaches, and consistently encourages a multi-disciplinary staff that: analyzes, evaluates, and makes recommendations on all applications for all permits and federal consistency determinations, and amendments thereto; determines, analyzes, and resolves complex issues regarding public policy issues and agency jurisdiction and authority; and, prepares draft and final documents for internal, public, and Commission review and decisions – always within the time limits set by law.

20% Uses expertise with BCDC laws and policies to: represent BCDC formally before a wide variety of public agencies and jurisdictions; educate public officials and agency staff seeking BCDC analysis and/or approval for complex projects; create strong working relationships between regulatory staff and the Engineering Criteria Review Board (ECRB) and the Design Review Board (DRB).

15% As a member of Senior Staff, participates in and helps direct agency-wide initiatives; ensures maximum internal coordination, collaboration, and partnerships among different

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divisions; represents staff before the Commission and represents the Commission externally; and, is prepared to lead the agency when required or requested.

10% Resolves complex issues among competing concerns, always in BCDC's best interests, arising from innovative and complex project proposals, competing demands on limited space, and changing external circumstances and developments.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the organization and functions of California State Government, including the organizations and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization and management; techniques of organizing and motivating groups; program and development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program;
- Knowledge of and/or experience in land use planning, transportation planning, resource management, architecture, landscape architecture, and civil engineering.
- Knowledge of federal and state environmental, land use, and administrative laws.
- Knowledge of and experience in administering California and land use laws, including knowledge of the McAteer-Petris Act, the California Environmental Quality Act, the National Environmental Policy Act, and the Coastal Zone Management Act;
- Ability to plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; and prepare and review reports, and effectively contribute to the Department's or Agency's Equal Employment Opportunity objectives;
- Acts in a professional manner and demonstrates a high degree of integrity, honesty, and ethical behavior; demonstrates openness and trust; establishes and builds rapport by modeling values-based behaviors; possesses strong interpersonal and mentoring skills; promotes teamwork and cross-functional collaboration and communication in support of BCDC's strategic goals; and promotes a high-performance culture in which employees are encouraged and enabled to perform to their greatest potential.

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- Ability to perform senior managerial and policy development and advocacy functions effectively.
- Proven ability in dealing with local, state, and federal agencies and policies that involve coastal resources and development in coastal zones.
- Proven ability in conducting planning studies, producing technical reports, formulating policies and recommendations, and writing and editing a variety of written material under time constraints.
- Proven ability to motivate professionals and support staff to produce high quality work on time and to assure that short-term deadlines are met.
- Proven ability to negotiate effectively with permit applicants, aggrieved parties and the staff of other agencies to achieve assigned objectives quickly, smoothly and efficiently.

WORKING CONDITIONS

- Work within one or more of the staff sections, depending upon the needs and priorities of the agency.
- Make site visits, inspections, and attend meetings. Required to maintain a valid Defensive Drivers training card if operation of a state vehicle is needed to perform work.
- Be in a stationary position (such as sitting or standing) for long periods of time using a keyboard and video display terminal
- Flexible hours considered.
- Hybrid working environment related to BCDC telework agreement.

I have read and understand the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

C.E.A., A

Date

LARRY GOLDZBAND,
EXECUTIVE DIRECTOR

Date